



U.S. Department of Justice
Federal Bureau of Prisons
United States Penitentiary
Canaan, Pennsylvania

Institution Supplement

DEPARTMENT: Correctional Services
NUMBER: CAA-5267.07
DATE: November 15, 2004
SUBJECT: Inmate Visiting
Regulations

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1. **PURPOSE AND SCOPE:** It is the intent of this Institutional Supplement to establish visiting hours and procedures at USP/SCP Canaan, Pennsylvania.
 2. **DIRECTIVES AFFECTED**
 - a. **Directives Rescinded:** None
 - b. **Directives Referenced:**

PS	5267.06	Visiting Regulations, dated May 17, 1999.
PS	7331.03	Pre-Trial Inmates, dated November 22, 1994.
PS	5270.07	Discipline and Special Housing Units, dated December 29, 1987.
PS	1315.06	Legal Activities, Inmate, dated March 03, 1997.
PS	5100.07	Security Designation & Custody Classification System, dated September 03, 1999.
PS	2000.02	Accounting Management Manual, dated October 15, 1986.
PS	5510.09	Searching, Detaining, or Arresting Persons Other than Inmates. (03/06/98)
 3. **ACA STANDARDS REFERENCED:**

American Correctional Association 4th Edition.
4-4498, 4-4499, 4-4500, 4-4501, 4-4502, 4-4503, 4-4504.

4. **PROCEDURES**

a. **Preparation of the Visiting List:**

1. Upon admission to USP or SCP Canaan, each inmate will be provided a Visitor Information Questionnaire (BPS-629.052) and Visitor Information Handout (Attachment 1), to be completed and returned to the Unit Counselor for final approval. The inmate will be required to mail the same to the proposed visitors, unless otherwise indigent. The Unit Counselor will forward the Visitor Information Sheet with a signed release authorization form at government expense for any inmate found to be indigent, according to Program Statement 2000.02, Accounting Management Manual. The Visitor Information Sheet with a signed release authorization form must be returned to the Unit Counselor by the proposed visitor prior to any further action concerning the visit. Upon receipt of the completed authorization form, the Unit Counselor will initiate a National Crime Information Center (NCIC) inquiry. If the NCIC reveals a questionable conviction by a proposed visitor, (Attachment 2), should be utilized for administrative review. The Associate Warden of Programs will be the normal review authority; however, the Warden will be the review authority for former federal inmates. NCIC inquiries which result in denial of visitation will be retained in the FOI section of the inmate's Central File with the Visitor's Information Sheet. It is the inmate's responsibility to notify the visitors of their approval/disapproval, and to advise the visitors of visiting guidelines.
2. The Unit Team members will be responsible for placing a visitor on an inmate's approved visiting list, and hard copy of the visiting list will be placed in the inmate's Central File. The Unit Counselor will notify the inmate of those visitors who have been approved. Program Statement 5267.07, permits a maximum total of thirty (30) visitors authorized on the inmate's visiting list. No more than Ten (10) of the maximum total will consist of friends and associates. Visiting Regulations have been incorporated in the Admission and Orientation Handbook. The handbook is provided to all inmates during social screening.
3. The Unit Counselor will periodically review the visiting

list to ensure it is accurate. The list may be amended by the inmate's submission of an Inmate Request to Staff Member Form to his Unit Team indicating the desired change.

b. **Regular Visitors:**

1. **Members of the Immediate Family:** This category includes mother, father, step-parents, foster parents, brothers, sisters, spouse, and children. These individuals are to be placed on the visiting list if identified in the inmate's Pre-sentence Investigation and upon completion of an NCIC check. However, the inmate will initiate the Visitor Information Form, and the form must be returned to the Unit Counselor before the NCIC check is initiated.
2. **Other Relatives:** This includes grandparents, uncles, aunts, in-laws, and cousins. They can be placed on the approved visitation list if the inmate requests to have visits from them regularly and if there exists no reason to exclude them. They are required to complete a Visitor Information Form and a completed NCIC check.
3. **Friends and Associates:** The visiting privilege shall ordinarily be extended to friends and associates having an established relationships prior to confinement, unless such visits could reasonably create a threat to the security and good order of the institution. These individuals are to be placed on the visiting list if identified in the inmate's Pre-sentence Investigation and upon completion of an NCIC check.

c. **Special Visits:**

Inmates must submit a special visit request to their Unit Team at least two weeks in advance of the visiting date. Visits from persons not on the approved list must be approved by the Warden (USP), Camp Administrator (SCP). The Warden has designated Associate Warden (Programs) to approve these visits. Upon approval, the Unit Manager will notify, in writing, the Captain, Operations Lieutenant, Control Center, Front Entrance Staff, and Visiting Room Staff of the special visit.

d. **Clergy Visits:**

All Clergy visits will be coordinated through the Religious Services Department and approved by the Captain. A Chaplain will issue an authorization memo for

each visit. A copy of this memorandum will be provided to the Lieutenants' Office, Control Center, Front Lobby Officer, and the Visiting Room Officer. When the Clergy arrives, he/she will be checked in as expeditiously as possible, utilizing the same procedures used for attorneys. The front Lobby Officer will be responsible for entering the visitor's information into the Visiting Program. No visiting points will be deducted for visitation by the Minister of record. An inmate may have only one Minister of Record. Visitation by other Clergy **will** be charged visitation points.

e. **Professional Visits (Law Enforcement):**

Requested visitation from a representative of a law enforcement agency, will be approved and arranged by the SIS/SIA or Captain. United States Probation Officers (USPO), and Mental Health Professionals performing court-ordered examinations will receive priority when processing. This visitation will be approved and arranged through the inmates Unit Team. All visits will be arranged during normal business hours. If approved by the Captain, a memorandum authorizing the visit will be distributed to the Lieutenants' Office, Control Center, Lobby Officer, and Visiting Room. Front Lobby Staff will be responsible for entering the visitor's information into the Visiting Program.

f. **Attorney Visitation:**

Attorney, paralegal, or private investigator visits, representing an inmate client, will be arranged through the Unit Team. Requests should be called or mailed, at least twenty-four (24) hours prior to the proposed visit.

g. **Consular Visits:**

All NON-United States citizens are encouraged to maintain contact with their foreign consulate. Consulate visits will be arranged by the Case Management Coordinator.

h. **Media Visits:**

Media visits will be coordinated by the Executive Assistant.

i. **Visits to Offenders not in the General Population:**

1. **Admission Status:** All social visits will be limited to approved visitors only.

2. Hospital Patients: Visits for inmates hospitalized in the community will be approved by the Warden or his designee. This will normally be limited to immediate family members. All visits will be subject to the general visiting policy of the hospital. An approved visiting list will be forwarded by the inmates Unit Team, through the Captain, and will be maintained by the hospital officer(s).

3. Special Housing Unit (SHU): The Operations Lieutenant and Special Housing Unit Lieutenant will be notified when an inmate in the Special Housing Unit has a visit. Each case will be handled on an individual basis. Special Housing inmates will be limited to 2 hours. SHU inmates will be secured in a non-contact visiting room. Visiting for inmates assigned to the Special Housing Unit will be conducted on the same days as general population inmates.

Special Housing Unit will be conducted on the same days as general population inmates.

4. Admission and Holdover Status: The Warden may limit to the immediate family of the inmate visits during the admission-orientation period or for holdovers where there is neither a visiting list from a transferring institution nor other verification of proposed visitors.

- j. Number of Visitors:
Inmates will be limited to five (5) total approved adult visitors (over the age of sixteen) at any one time (including infants).

- k. Social Visiting Hours:
The following schedule will be utilized for inmates with social visits at USP Canaan:

Friday	8:00 a.m. to 3:00 p.m.
Saturday	8:00 a.m. to 3:00 p.m.
Sunday	8:00 a.m. to 3:00 p.m.
Holidays	8:00 a.m. to 3:00 p.m.

The following schedule will be utilized for inmates with social visits at SCP Canaan:

Saturday	8:00 a.m. to 3:00 p.m.
Sunday	8:00 a.m. to 3:00 p.m.

Holidays 8:00 a.m. to 3:00 p.m.

Social visitors will not be processed before 8:00 a.m. on Fridays, Saturdays, Sundays, and holidays. Visitors will not be processed after 2:00 p.m. on visiting days.

1. **Limitations:**

Each inmate housed at USP/SCP Canaan will be allotted 8 visiting points on the first day of each month. 2 points are incurred for each visit on weekends and 1 point is incurred for each visit on weekdays. No points will be incurred for recognized Federal Holidays, legal visits or prisoner visitation service (PVS) visits.

m. **Visiting Schedule:**

The visitation will occur on a first-come, first-served basis. Once the visiting room capacity of 259 has been reached, termination of visits will begin. The visits will be terminated based on the distance a visitor has driven, and the length of time the visitor has been in the visiting room. The Institution Duty Officer, or in their absence, the Operations Lieutenant will make the determination as to which visits will be terminated. This will be documented in the Lieutenants' Log and will be supported by a memorandum to the Captain.

Inmate visitation at the SCP will be open to all inmates while visiting is conducted. The visitation will occur on a first-come, first-served basis. Once the visiting room capacity of 90 has been reached, termination of visits will begin. The visits will be terminated based on the distance a visitor has driven, and the length of time the visitor has been in the visiting room. The Institution Duty Officer, or in their absence, the Operations Lieutenant will make the determination as to which visits will be terminated. This will be documented in the Lieutenants' Log and will be supported by a memorandum to the Captain.

n. **Visitors Entering the Institution:**

1. Staff must be able to verify the identity of visitors (over the age of 16) prior to admission into the institution. A birth certificate is an acceptable form of identification for young adults from the ages of 16-18. One of the following forms of identification will be required for identification purposes: valid driver's license, valid state or federal identification card, or

a valid/current passport. Any identification that is altered, forged, expired, is not a valid form of identification and will not be accepted. Check cashing cards and other easily produced forms of identification are not appropriate.

2. Staff may require a visitor to submit to a personal search. This includes any items of personal property as a condition of allowing or continuing a visit. Items of personal property may be required to be returned to the visitor's vehicle prior to entering the institution. If a visitor was dropped off and does not have a vehicle, items not permitted in the visiting room may be placed in a locker. Items to be placed in a locker are subject to a thorough search by staff. Refusal to allow staff to search the items will result in the visit being denied. Visitors will be allowed to wear Religious headgear only after it has been searched.
3. All inmate visitors, with the exception of children under the age of 16, will be required to sign the log book at the Front Lobby Officers desk. Visitors, with the exception of Federal, State and Local Law Enforcement Officials, Members of Congress and the Judiciary, will be required to complete a Notification of Visitor Form and pass through the walk-through metal detector. Processing of visitors will proceed by stamping the visitors and verification to ensure it is visible in black light.

Visitors with surgically implanted metal plates, pins, or pacemakers, etc., will need to supply medical documentation of these items prior to entry into the institution. If a visitor has appropriate documentation of a medical condition which would prevent him/her from clearing the walk-through metal detector the Operations Lieutenant and the Institutional Duty Officer will be notified.

4. A drug/explosive detection device is being utilized at the USP Front Lobby. The device will be utilized on randomly selected inmate visitors. All Visitors testing positive will receive notification that their visitor's privileges are suspended with the date and the appropriate number of hours/days the visitors privileges are suspended. Only the Operations Lieutenant or the Institutional Duty Officer can notify the visitor that they have tested positive and are being denied entrance

into the institution.

Visitors testing positive will have their visiting privileges suspended as follows and will not be allowed to return to the institution until the specified time frame.

- a. First Occurrence: 48 Hours ,the scheduled visiting day.
 - b. Second Occurrence: This person is suspended from visiting for 30 days.
 - c. Third Occurrence: This person is suspended from visiting for 90 days.
 - d. Fourth Occurrence: This person is suspended from visiting for 180 days.
5. Once the visitor(s) has been processed, the visitor(s) will proceed to the Visiting Room, escorted by a staff member. The visitor's photographic identification and Notification to Visitor Form will be hand-carried to the Visiting Room and relinquished to a Visiting Room Officer upon entry into the Visiting Room. If a locker is assigned the Front Lobby Officer will note the number of the visitor's locker on the top of the Notification to Visitor Form. The Control Room Officer will verify the visitor's stamp via the black light before permitting entrance into the secured perimeter of the Institution. Upon entry the Visiting Room Officer will also verify the visitor's stamp via the black light.

Upon completion of the visit, the inmate and visitor will report to the Visiting Room Officer. The inmate must be positively identified. The Visiting Room Officer will then instruct the inmate to wait by the inmate search room. The Visiting Room Officer will then verify all visitors' hand stamps via the black light, identify each visitor via the photo identification and relinquish Notification Forms to the escorting staff member. The visitor(s) will then be escorted to the Administration Building. The Control Room Officer will verify all visitor's hand stamps via the black light, prior to releasing the visitor(s) from the Sally Port. The Front Lobby Officer will ensure each Notification to Visitor Form is returned and each visitor's hand stamp is

verified, via the black light, prior to the visitor(s) departing the Institution.

Visits will be denied or terminated **only** through the Operations Lieutenant in consultation with the Institution Duty Officer.

Visitors Lockers are located in the Front Lobby area for storage of visitors handbags and/or purses. If all lockers are occupied, the visitors will place these items in their secured vehicle. No cell phones/cameras or electronic devices of any kind will be permitted in the Administration Building or the institution at any time. The items will be returned to the visitors secured vehicle.

Medication will be left in the lockers provided. The only exception to this would be if the medication is life supportive to the visitor. Only the exact dosage during the time that he/she will be visiting will be permitted. Prior to allowing the medicine into the Institution, the Front Lobby Officer will contact a member of the medical staff to determine if the medicine is necessary. If the medication must be retained by the visitor, the Front Lobby Officer will advise the Visiting Room Officer that the visitor has medication. The Visiting Room Officer will keep the medication until it is used.

If for any reason a visitor is denied entrance to the facility, (Attachment 4) will be completed and forwarded per distribution noted on the form.

6. Social Visitors:

All social visitors will be required to complete a Notification to Visitor Form upon arrival. All areas of the form will be completed. Visitors will also sign in on the Visitor's Log Book and sign out when they conclude the visit. If a visitor has to leave the approved visiting area for any reason, the visit will be terminated.

7. Only the following articles are authorized to be carried into the institution by visitors:

- a. Wallet or small clear plastic bag.
- b. Money to be used for refreshments, no more than \$25.00.
- c. Photo identification.
- d. Essential medication will be limited to the amount needed during the visiting period, and will be controlled by the Visiting Room Officer.

The following items will be permitted, per child, when infants are visiting:

- a. Three (3) Diapers
- b. One (1) clear package of baby wipes
- c. One (1) change of infant clothing
- d. Two (2) clear baby bottles with contents (3/4 full)
- e. Two (2) small jars of baby food (Unopened)
- f. One (1) receiving blanket
- g. One (1) clear drinking cup
- h. One (1) plastic serving spoon
- I. One (1) small clear plastic tote

All items will be subject to search at any time by the Visiting Room Staff.

- 8. All visitors will be expected to wear clothing which is within the bounds of good taste. Visitors will not be allowed to wear low-cut or see-through clothing, tube tops, tank tops, backless clothing, camouflage, khaki, or green-colored clothing, open toed sandals or shoes. Dresses with slits above the bend of the knee are not authorized. Dresses and skirts will not be allowed if the hemline is above the bend of the knee. Any other apparel of a suggestive or revealing nature (e.g., skin tight clothing, mini skirts, short culottes or sleeveless clothing) is not authorized. Female visitors will be required to wear a bra and all appropriate undergarments. Under wire undergarments are not acceptable, as this will activate the metal detector. The Operations Lieutenant or Institution Duty Officer will be consulted prior to denying a visitor entry into the institution because of his/her attire.
- 9. With prior Unit Team approval, inmates may be allowed to bring legal material into the Visiting Room for a legal visit only. This material will be inspected by the Visiting Room Officer for contraband. Under no

circumstances will the Visiting Room Staff accept articles or gifts of any kind for an inmate, except packages which have prior approval by the Warden.

10. Loitering by visitors in the institution parking lot, or on institution grounds, is not permitted.
11. Large vehicles (e.g., campers, mobile recreational vehicles, tractor trailers) are prohibited from being parked in the institution parking lot at any time. Violators maybe subject to towing, at the owner's expense.

o. **Supervision of Visits:**

It is the responsibility of the inmate to ensure all visits are conducted in a quiet, orderly, and dignified manner. Inappropriate conduct during a visit may result in the termination of the visit.

p. **Letters:**

The Visiting Room Officer will be aware of all articles passed between the inmate and the visitor. If there is any reasonable basis to suspect materials being passed may adversely effect the security of the institution, or constitute a violation of the law or regulations, the officer should examine the item. The Operations Lieutenant and/or SIS Office will be consulted in questionable cases.

q. **Visiting Attire (Inmate):**

Inmates entering the visiting area will be dressed in a jumpsuit and footwear, provided by the institution. All other attire will be prohibited. SCP inmates will wear only institutional issued clothing.

Inmates may carry the following items into the Visiting Room area:

- a. Identification Card
- b. One wedding band (no stone)
- c. One approved religious medallion (with chain)
- d. Prescription eyeglasses
- e. Life sustaining medication
- f. Religious headgear

g. Photo tickets

All items taken into the Visiting Room will be inventoried, by staff utilizing Attachment 5, and the same items must leave the Visiting Room with the inmate. All inmates entering and exiting the visiting area will submit to a visual search. Inmates will not be permitted to return with any items other than those documented as being brought into the Visiting Room. SCP inmates will be visually searched on a random basis.

r. **Inmate and Visitor Conduct within Visiting Room:**

All inmate visitors arriving in the Visiting Room will report to the Visiting Room Officer for processing, and seating assignment.

Inmates entering the Visiting Room will report to the Visiting Room Officer and check in. Inmates and visitors are not allowed to move freely inside the visiting area. The vending machines and surrounding area are off limits to inmates at all times. Only visitors may utilize the vending area, then return to their seat. All food items purchased from the vending machines must be consumed prior to visitors departing the visiting room. Inmates are not allowed to take any food items back to their housing unit.

Physical contact between the inmate and his visitor(s) will be limited to an embrace upon the initial arrival, and again at the completion of the visit. Any unauthorized embracing or contact may result in termination of the visit.

Any violation of the institution's visiting procedures may result in termination of the visit and/or disciplinary action. The Captain, Institution Duty Officer or the Operations Lieutenant has the authority to terminate a visit. The Captain, Institution Duty Officer or the Operations Lieutenant can deny entry of unauthorized and pre-approved visitor based on violations of the Institutional Visiting Rules and Regulations.

s. **Non-Smoking Area:**

The entire Visiting Room and the attorney visiting rooms are designated as non-smoking areas.

t. **Reinstatement of Visiting Privileges:**

Only the Warden can reinstate a suspended individual to an inmate's visiting list. The Unit Manager will prepare a memorandum through the Captain, AW(P), to the Warden enumerating the specific reasons for reinstating the individual to the approved visiting list.

u. **Under no circumstances will special visits be permitted for individuals who have been removed from the approved visiting list without a thorough investigation and approval by the Warden or his designee.**

v. **Transportation Assistance:**

Directions for transportation to and from the institution and pay phone service, with commercial transportation phone numbers will be posted, and be made available at the USP/SCP to assist visitors.

w. **Effective Date:** Effective upon issuance.

Approved by:

//s//
Cameron Lindsay, Warden

**USP/SCP CANAAN
CANAAN, PA
PHONE: (570) 488-8000**

VISITING DAYS: WEEKENDS & FEDERAL HOLIDAYS (8:00 AM - 3:00 PM) **VISITING INFORMATION**

1. USP Canaan, is located approximately 23 miles northeast of *Scranton, PA*. From Scranton, PA, take 81 north to route 6 to the town of Waymart. At the stop light turn right onto state route 296. Follow route 296 for 1.4 miles, where the prison entrance is on the right. From *New York/Milford* area take 84 west to exit 17 ramp, turn onto route 191 north, continue to travel on route 191 until signs appear for route 296 north. (route 196 turns into route 296). Continue route 296 until signs appear for the prison entrance.

2. All persons authorized to visit at this facility must abide by all institution rules. **NO PERSON MAY VISIT UNLESS HE/SHE HAS BEEN APPROVED IN ADVANCE AND DOCUMENTED AS VISITORS ON THE INMATE'S VISITING LIST. AN INMATE'S VISITING LIST IS NOT PUBLIC INFORMATION, THEREFORE ANY CALLS PERTAINING TO A VISITING LIST CANNOT BE ANSWERED.** All visitors must carry picture identification (such as a valid Driver's License, current passport with photo, alien identification card with photo) in order to be admitted to the Visiting Room. An **authorized** form of identification is a document with the visitor's photograph and signature.

3. Children under sixteen (16) years of age must be accompanied by an adult parent or guardian. Children sixteen (16) years of age and over **MUST** fill out a visitors form and have it sent to the respective Counselor. The number of visitors an inmate may visit is limited to five. Infants who are two years of age and under **will not** be encompassed in the total of five visitors. Each child over the age of two will be considered as one of five authorized visitors. Allowance of more than five visitors requires prior approval from their respective Unit Manager. Adults will maintain control of their children at all times.

4. Sandwiches, soft drinks and candy are available from vending machines in the Visiting Room. Food or drinks will not be permitted to be brought in from outside the institution. Visitors may purchase food for the inmate, but may never give the inmate money.

5. Visitors **are not** permitted to bring any type of photographic equipment on institution grounds.

6. Large purses or tote bags are not permitted inside the institution. Only a small clear change purse is authorized.

7. Allowable baby items are as follows: 3 diapers, 2 plastic baby bottles containing formula 3/4 full, 1 sealed plastic jar of baby food, 1 empty plastic baby bottle, 1 plastic serving spoon, 1 small clear plastic tote bag for contents, 1 plastic ziploc bag containing baby wipes.

8. Games or toys will not be permitted into the visiting area. Video cassettes will be available at the institution for children's viewing. Newspapers, magazines, clippings, photos, etc. will not be permitted. **NO** make-up inside the institution at any time.

9. ALL visitors will be dressed in an appropriate manner and in good taste. You are entering a **CORRECTIONAL SETTING**, and this is a requirement. Any visitor who arrives provocatively dressed, will be denied the privilege of visiting. Inmates will inform visitors **prior** to visiting, that clothing **MUST** be appropriate for an institution setting and **should not** demonstrate disrespect to others who may be present in the visiting room. All visitors must be fully attired, including shoes. Visitors are to refrain from wearing apparel which is revealing or suggestive. Shorts, dresses or skirts which reveal any part of the buttocks or crotch area, see-through blouses/dresses, halter tops, midriff tops, strapless tops/dresses and spandex style clothing **WILL NOT** be permitted. While undergarments must be worn, underwire bras are not acceptable, as this will activate the walk-through metal detector. Only religious headwear may be worn; However, all headgear will be searched prior to entering the Visiting Room. Visitors are not permitted to wear gray colored sweat wear. Visitors will not be permitted to wear a combination of pants and shirts that resemble the SPC colored inmate uniform.

10. **UNDER NO CIRCUMSTANCES WILL A VISITOR BE ALLOWED TO VISIT UNLESS THEY HAVE CLEARED THE METAL DETECTOR.** Undergarments containing metal (i.e. under wire bra) could activate the metal detector and

may need to be removed, HOWEVER UNDERGARMENTS ARE REQUIRED FOR ADMISSION. Persons having metal plates or prosthetic devices must have written documentation from a doctor.

11. Prospective inmate visitors will be randomly tested using the (Drug Detection Device, located in the Front Lobby). Any positive test results will result in denial of visitation.

12. Once a visitor has been checked into the institution, they will not be permitted to return to their automobile or leave the visiting area. If this occurs, the visit will be terminated.

13. Visitors will not be permitted to wear open-toed shoes. This includes sandals and flip flops. 14. ~~THE VISITING ROOM IS A PUBLIC PLACE AND CHILDREN ARE NORMALLY PRESENT. YOU ARE EXPECTED TO CONDUCT YOURSELF ACCORDINGLY. HANDSHAKING, EMBRACING AND KISSING ARE ORDINARILY PERMITTED WITHIN THE BOUNDS OF GOOD TASTE AND ONLY AT THE BEGINNING AND END OF THE VISIT. BEHAVIOR DEEMED INAPPROPRIATE WILL RESULT IN IMMEDIATE TERMINATION OF THE VISIT, AND POSSIBLE LOSS OF FUTURE VISITS.~~

NO EXCEPTIONS!

CAA-5267.07

November 15, 2004
Attachment #2

U. S. Department of Justice

Federal Bureau of Prisons

USP Canaan

2020 Canaan Road
Waymart, PA 18472

MEMORANDUM FOR: Associate Warden (Programs)

FROM:

SUBJECT: Visiting Request

TO:

The above referenced inmate has requested _____
_____, be added to his visiting list.

A NCIC check was ran by on _____
Counselor Comments: _____

I have reviewed the attached NCIC check and recommend the following: Approval Denial

Counselor Signature

Case Manager Comments: _____

I have reviewed the attached NCIC check and recommend the following: Approval
Denial

Case Manager Signature _____

U n i t M a n a g e r
Comments: _____

Based upon the attached NCIC check, we are requesting that the visitor be: Approval Denial

Unit Manager Signature

Associate Warden Comments:

I agree with this request and the visitor is approved AW (P)

I agree with this request and the visitor is denied AW (P)

Warden Comments: _____

The above referenced visitor is an ex-federal inmate.

I agree with this request and the visitor is approved _____

Warden

I agree with this request and the visitor is denied _____

Warden



CAA-5267.07
November 15, 2004
Attachment #3

U. S. Department of Justice

Federal Bureau of Prisons

USP Canaan

2020 Canaan Road
Waymart, PA 18472

Date

MEMORANDUM FOR: F. Lara, Captain

FROM:

THRU: Operations Lieutenant

SUBJECT: Visitor denied entrance to Visiting Room.

On the above date, at _____(a.m./p.m.), the following visitor
(Mr./Mrs./Miss)_____ was denied entrance
into the Visiting Room.

Inmate Concerned: _____

NAME

REGISTER NUMBER

Reason for denial: 1. Improper or no identification
2. Not on inmate's visiting list
3. Under age or without parent/guardian
4. Other_____

Comments: _____

CC: Institution Duty Officer

INMATE PERSONAL PROPERTY VISITING ROOM CHECK OFF SHEET

DATE: _____

[illegible]

NO JEWELRY OTHER THAN RELIGIOUS MEDALS OR PAPERS OF ANY KIND PERMITTED WITHOUT EXPRESSED WRITTEN APPROVAL. ANYTHING OTHER THAN THE ABOVE APPROVED ITEMS WILL BE RETURNED TO THE HOUSING UNIT BEFORE ENTERING THE VISITING ROOM. ALL UNAUTHORIZED ITEMS LEAVING THE VISITING ROOM WILL BE CONFISCATED.

NECKLACES AND RELIGIOUS MEDALS WILL BE ITEMIZED, (I.E. 1 YELLOW CHAIN, 1 WHITE MEDALLION, ETC.)

USP/SPC Canaan, PA
INMATE VISITOR'S LOG

DATE: _____

[illegible]